



**New Jersey Library Construction Bond Act
Solicitation for Grant Applications
P.L. 2017, c. 149
N.J.A.C. 15:24-1 et seq.**

WINTER 2020 CYCLE

Issue Date: January 6, 2020

**Applications Accepted
March 9, 2020 through April 6, 2020, 4:00 p.m. (EDT)**

**NEW JERSEY STATE LIBRARY
An affiliate of Thomas Edison State University
P.O. Box 520
Trenton, NJ 08625-0520**

NEW JERSEY LIBRARY CONSTRUCTION BOND ACT
Solicitation for Grant Applications
Winter 2020 Cycle

TABLE OF CONTENTS

PART I GENERAL INFORMATION AND GUIDANCE

- 1.1 Background
- 1.2 Program Purpose and Description
- 1.3 Application Process and Timeline – Winter 2020 Cycle
- 1.4 Submission of Application(s)
- 1.5 Application Review and Evaluation Process
- 1.6 Post-Approval Grant Award Administration
- 1.7 Acknowledgement Statement and Publicity

PART II ELIGIBILITY OF APPLICANTS AND PROJECTS FOR FUNDING

- 2.1 Eligible Applicants and Authorization to Apply
- 2.2 Eligible and Ineligible Projects
- 2.3 Requirements for Eligible Match
- 2.4 Primary Criteria for Eligible Projects

PART III EVALUATION AND SELECTION CRITERIA

- 3.1 State Funding Priorities
- 3.2 Project Evaluation Criteria

PART IV PROGRAM FUNDING PARAMETERS

- 4.1 Match
- 4.2 Reduction of Grant Award
- 4.3 Maximum and Minimum Grant Awards
- 4.4 Square Footage Costs
- 4.5 Eligible Project Costs
- 4.6 Ineligible Project Costs

PART V Requirements of a Community Analysis and Building Program

PART VI GRANT APPLICATION – WINTER 2020 CYCLE

- 6.1 Project Description
- 6.2 Project Information
- 6.3 Land Purchase Projects - Additional Requirements
- 6.4 General Information
- 6.5 Cost Estimate
- 6.6 Proposed Method of Project Financing
- 6.7 State Library Aid
- 6.8 Application Documents
 - Checklist
 - Exhibit A – Resolution I
 - Exhibit B – Resolution II
 - Exhibit C – Certification Statements

NEW JERSEY LIBRARY CONSTRUCTION BOND ACT
Solicitation for Grant Applications
Winter 2020 Cycle

PART I GENERAL INFORMATION AND GUIDANCE

1.1 Background

On November 7, 2017, New Jersey voters approved the New Jersey Library Construction Bond Act (the “Bond Act”), which authorizes the issuance of \$125 million in State General Obligation Bonds (“Bonds”) to provide grants (“Grants”) for the construction, reconstruction, development, extension, improvement and furnishing of public libraries in the State of New Jersey (the “State”). The New Jersey State Librarian (the “State Librarian”) and the President of Thomas Edison State University (the “President”) reserve the right to administer and award Grants in more than one (1) solicitation in order to most effectively suit the needs of New Jersey’s eligible libraries and to allocate grant funding accordingly. Funding in an amount not to exceed \$87.5 million will be available in this first solicitation for grant applications (the “Solicitation”) issued on January 6, 2020 (“Winter 2020 Cycle”).

The Bond Act requires that proceeds from the Bonds can fund no more than fifty percent (50%) of the cost of the project and the remaining fifty percent (50%) must be supported by the appropriate local governing entity in the area served by the public library.

In accordance with the Bond Act, the State Librarian, in consultation with the President, is responsible for the administration and oversight of the Bond Act. The State Library will enter into a grant agreement (“Grant Agreement”) with each Applicant which is awarded a Grant.

1.2 Program Purpose and Description

The purpose of the Bond Act is to improve New Jersey’s public library facilities in order to ensure the well-being and success of New Jersey’s residents. Public libraries offer the residents of New Jersey critical educational, training and civic services. For public libraries to best serve the residents of their communities now and into the future, modern, efficient, and technologically-current buildings with flexible space are necessary.

In order to ensure the most effective utilization of the proceeds of the Bonds, the State Librarian, in consultation with the President, has determined to approve Grants through a competitive solicitation process.

In order to assist public libraries to expand access to and improve library services to New Jersey's residents, Grants can be used to support the purchase of land; the purchase of building(s) for use as public libraries; construction of new public library buildings; the expansion, rehabilitation, renovation, repair, and addition of barrier-free improvements to existing or purchased public library building(s); and, combination projects such as the renovation of existing public library building(s) and the construction of addition(s) to existing or purchased public library building(s).

The purpose of this Solicitation is to solicit Applications for Grants to be awarded under the Bond Act. Pursuant to the Bond Act, a library is eligible to apply for a Grant if it is a public library that serves all residents of an area as established pursuant to chapter 33 or chapter 54 of Title 40 of the Revised Statutes; or a library established pursuant to N.J.S.A. 15:1-1 et seq. and receiving public funds pursuant to R.S.40:54-35. "Public library" does not include any special-purpose library, such as a law, medical, school or academic library, which is organized to serve a special clientele or purpose.

"Applicant" is defined as a municipal, county, or joint library established pursuant to N.J.S.A. 40:33-1 et seq., or 40:54-1 et seq., or a library established pursuant to N.J.S.A. 15A:1-1 et seq., and receiving public funds pursuant to N.J.S.A. 40:54-35. "Applicant" shall also mean a municipality, in the case in which a library facility is to be constructed by a municipality with the provision that it be equipped, stocked, staffed, or supported by a county or other public library system.

Regulations implementing the Bond Act, published at N.J.A.C. 15:24-1 et seq., were effective November 4, 2019 and can be accessed [here](#).

1.3 Application Process and Timeline – Winter 2020 Cycle

1.3.1 An eligible Applicant wishing to obtain funding for a project (the "Project") under the Bond Act must submit a grant application (the "Application") and comply with all requirements and provisions of this entire Solicitation.

1.3.2 **PART VI** of this Solicitation contains the Application.

- 1.3.3 Completed Applications must be submitted within the timeframe set forth in **PART I, Subsections 1.3.4 and 1.3.5** in order to be considered. All complete Applications properly submitted within the timeframe permitted, in the approved format, and deemed in compliance with the Bond Act will be reviewed as described below by a Review Committee.
- 1.3.4 Applications for the Winter 2020 Cycle may be submitted beginning March 9, 2020 and **must** be received electronically by the State Librarian at <http://bond.njstatelib.org> on or before 4:00 p.m. (EDT) on April 6, 2020 (the “Submission Deadline”) for consideration in this Winter 2020 Cycle.

Critical dates for the Winter 2020 Cycle are summarized as follows:

Winter 2020 Cycle Application released to the public	January 6, 2020
Question and Answer period begins	January 6, 2020
Technical Assistance Webinar	January 22, 2020
Question and Answer period ends 4:00 p.m. (EDT)	February 10, 2020
Final Q&A and Addenda (if any) posted	February 14, 2020
Winter 2020 Cycle Application period begins	March 9, 2020
Deadline for Application submission 4:00 p.m. (EDT)	April 6, 2020

- 1.3.5 The State Librarian will not accept any Application received after the Submission Deadline. If an Application is missing required information, is not submitted in the manner set forth in this Solicitation, or is submitted late based on inadvertence, mistake, or misunderstanding of the requirements for this Solicitation, the Application will not be considered for review.
- 1.3.6 Questions regarding the Application process may be submitted via email **only, on or before** 4:00 p.m. (EDT), February 10, 2020 to the following email address QandA@njefa.nj.gov. **Phone calls/faxes will not be accepted.** Questions that are timely submitted may be answered in one or more posts on the State Library website at https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act. Questions and Answers posted on the website are referred to herein as the “Question and Answer Documentation.”
- 1.3.7 In addition to responses to questions, one or more Addenda to this Solicitation may be posted on the State Library’s website at the following address: https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act.

There are no designated dates for release of Addenda or posting of Question and Answer Documentation on the State Library’s website. However, the final date for posting Addenda and Question and Answer Documentation shall be no later than February 14, 2020. Interested parties should check the State Library’s website frequently, from the date that this Solicitation is issued.

It is the sole responsibility of the Applicant to be familiar with and review the Question and Answer Documentation and all Addenda, if any, related to this Solicitation prior to submission of an Application. All Applicants must execute the Certification Statements (see **PART VI, Exhibit C of the Application** for the Certification Statements) to acknowledge that they have reviewed and are familiar with all Question and Answer Documentation and Addenda posted before an Application is submitted.

1.3.8 The State Librarian will host a Technical Assistance Webinar (“TAW” or “TA Webinar”) with regard to this Solicitation on January 22, 2020. Registration for the TA Webinar is required and must be completed by emailing RSVP@njefa.nj.gov no later than 4:00 p.m. (EDT) on January 21, 2020. Further details for accessing the TA Webinar will be sent to all registrants by such date and related materials, if any. The TA Webinar will be archived and available for viewing by interested Applicants.

1.3.9 Communication with representatives, members and employees of the State, the State Library, Thomas Edison State University, the New Jersey Educational Facilities Authority and/or members of the Review Committee referred to in **PART I, Section 1.5** by the Applicant or the Applicant’s representatives concerning this Solicitation are not permitted while the Solicitation is open or while Applications are being evaluated.

1.4 Submission of Application(s)

1.4.1 The approved form of Application and all other required forms, certifications, attachments and a checklist are included in **PART VI**.

1.4.2 Applicants must submit fully completed Applications **electronically** to the State Library between March 9, 2020 and 4:00 p.m. (EDT) on April 6, 2020 at <http://bond.njstatelib.org> . **Paper and hard copy Applications will NOT be accepted.**

- The Applicant will be able to access the online portal for applications at <http://bond.njstatelib.org/>.
- If the Applicant already has an account with the JerseyConnect helpdesk, the Applicant may access the portal with those credentials. Applicants without an account will need to sign up for an account.
- It is recommended that prior to accessing the online portal to electronically submit an application, that Applicants review the Solicitation in its entirety and have all answers prepared in a separate document with all attachments ready for upload. Applicants will not be able to save an application in process. Once the Applicant begins the electronic application, the Applicant must complete and submit the application or start over.
- Full instructions will be posted on the State Library's website at: https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act

1.4.3 The responsibility for a timely submission resides with the Applicant. Therefore, Applicants should plan appropriately to allow time to address any technical challenges that may occur. The State Library strongly advises Applicants not to wait until the due date to submit the Application, since the online system may be slower than normal due to increased usage.

1.4.4 Applications must be signed by an authorized agent for the public library. (see **PART II, Section 2.1**)

1.4.5 Separate Applications should be submitted for each Project for which an Applicant seeks grant funding.

1.4.6 Applicants submitting Applications for more than one (1) Project shall rank each Project in order of priority, need and importance to the Applicant. The Applicant's ranking of a Project's priority, need and importance will be considered in evaluating the Projects.

1.4.7 Applicants may withdraw their Applications at any time prior to the Submission Deadline indicated above by written notification to the State Librarian. Notification must be signed by an authorized agent of the Applicant. Verbal and email requests will not be accepted. Applications may thereafter be resubmitted, but only until the Submission Deadline. There shall be no extensions of time for resubmitting Applications.

1.4.8 An Applicant assumes the sole responsibility for submission of an Application. The State, the State Librarian, the President and Thomas

Edison State University are not responsible for any expenses in the preparation and/or presentation of the Applications or for the disclosure of any information or material submitted in connection with the Application, whether by negligence or otherwise.

Consistent with **PART I, Section 1.3** and **Section 1.5**, no consideration shall be given to Applications after the Submission Deadline based upon an Applicant's inadvertence, mistake or misunderstanding of the requirements for this Solicitation. By submitting an Application in response to this Solicitation, the Applicant represents that it has satisfied itself from its own investigation of all Solicitation requirements.

- 1.4.9 All Applications will be subject to public disclosure, including but not limited to, a request pursuant to the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1, et seq, the New Jersey Open Public Meeting Act ("OPMA"), N.J.S.A. 10:4-6, et seq, and common law right to know. If an Applicant believes that information contained in its Application merits confidential treatment pursuant to OPRA, OPMA and/or common law right to know, any such purportedly confidential information submitted in an Application must be specifically identified and marked by the Applicant. Notwithstanding any such designation, the State, the State Librarian, the President and Thomas Edison State University reserve the right in their respective and separate sole discretion to disclose all information contained as part of the Application submission.
- 1.4.10 The State Librarian reserves the right to request additional information or clarification, if necessary, or to reject all Applications with or without cause, and waive any irregularities or informalities in the Applications submitted. The State Librarian further reserves the right, in her sole and absolute discretion, to make such investigations as she deems necessary as to the qualifications of any Applicant submitting an Application(s). In the event that all Applications are rejected, the State Librarian reserves the right to re-solicit Applications through an additional cycle of grant funding.

1.5 Application Review and Evaluation Process

- 1.5.1 Each Application will be reviewed for completeness. If the Application is determined to be incomplete as of the Submission Deadline, it will be rejected.

- 1.5.2 Completed Applications, submitted by the Submission Deadline, will be reviewed based on a competitive process whereby all Applications will be evaluated to determine which Projects are eligible for funding; best meet the evaluation and selection criteria identified in **PART III, Sections 3.1 and 3.2** and, are the overall most qualified to receive funding.
- 1.5.3 Applications that are complete and that meet the eligibility criteria will be evaluated by the Review Committee pursuant to the evaluation and selection criteria set forth in **PART III, Sections 3.1 and 3.2**.
- 1.5.4 Any substantial changes or revisions affecting the Application, after the Application has been submitted but before the Applications are evaluated by the Review Committee, including any structural changes in the building plans, shall be submitted to the State Librarian on the appropriate forms available on the State Library website. Should the request for substantial change or revision receive approval, the amended Application shall continue in the review process. Should the request for approval of the substantial change or revision be denied, the Applicant's original submission shall be evaluated unless withdrawn by the Applicant.
- 1.5.5 The Review Committee will make its recommendations to the State Librarian on the approval, disapproval, or in the instance of a Project that contains severable components, approval in part and disapproval in part of each Project, and the amount of funding to be provided for each Project.
- 1.5.6 After consideration of the Review Committee's recommendations, the State Librarian shall prepare a list of eligible projects and funding amounts for each Project and submit them to the President. The President shall approve a list of the Projects and grant amounts for submission to the Legislature for funding through project-specific appropriations.
- 1.5.7 The awarding of the Grants is subject to the enactment of an appropriations act by the Legislature for the approved Projects (the "Bond Appropriations Act"). The Bond Appropriations Act shall provide for a specific allocation for each approved Project. Any transfer of any funds so appropriated shall require the approval of the Joint Budget Oversight Committee, or its successor.
- 1.5.8 If the Grant has been funded by Bonds which are issued on a tax-advantaged basis, including tax-exempt bonds, then in order to use the Grant to

reimburse the Applicant for expenses incurred before the Bond Appropriations Act, such expenses must be “reimbursable” from bond proceeds under applicable Federal tax law, as determined by the State’s bond counsel. But in no event shall expenses incurred before the notice of grant award be reimbursable.

1.6 Post-Approval Grant Award Administration

- 1.6.1 Upon enactment of the Bond Appropriations Act, the Applicant shall enter into a Grant Agreement with the New Jersey State Library. The person authorized to sign the Grant Agreement shall be an officer of the body named as the Applicant, preferably the president or chairperson of this body (see **PART II, Section 2.1**). Funding of the Grant shall be contingent upon the Applicant’s continued compliance with the Grant Agreement.
- 1.6.2 Each Grant Agreement shall include such provisions as may be necessary to ensure that the Applicant shall provide the required matching funds for the Project.
- 1.6.3 The Grant shall be paid to the Applicant in four (4) installments as set forth in this **Subsection 1.6.3**, but only upon receipt of satisfactory evidence of completion of each phase of the Project, including a certification by the Project architect as to compliance with the maximum per square foot costs.
 - i. Twenty-five percent (25%) upon approval of the award of the construction contract(s). Satisfactory evidence of the award may consist of minutes of the body approving the award of construction contracts, copies of title pages of contracts with necessary signatures, letters of award, or other proofs of award of contract;
 - ii. Fifty percent (50%) when the Project is fifty percent (50%) complete and upon submission of the architect’s certification;
 - iii. Twenty percent (20%) when the Project is substantially complete and upon submission of the Project architect’s certification to that effect; and
 - iv. Five percent (5%) upon receipt of a temporary certificate of occupancy and final Project expenditure report.
- 1.6.4 If the required matching funds are not paid by the Applicant as set forth in the Grant Agreement, the State Librarian may terminate the Grant

Agreement, and no additional funds will be provided to the Applicant under such Grant Agreement.

- 1.6.5 Architectural or engineering supervision and inspection shall be provided by the Applicant at the construction site to ensure that the completed work conforms to the approved Project plans. For the purpose of inspection, representatives of the State and the State Librarian shall have access at all reasonable times to all work being funded by the Grant Agreement. The Project owner and contractor shall be required to facilitate such access and inspection.
- 1.6.6 Construction shall be initiated and completed, according to the proposed timeline specified in the Project Schedule (**PART VI, Application Checklist #4**). The time limit for completion of construction shall be measured from the date of execution of the Grant Agreement.
- 1.6.7 If the construction period exceeds the timeline by more than twelve (12) months, a request for an extension must be made to the State Librarian no less than three (3) months prior to the original completion date on an approved form available on the State Library website. The State Librarian may grant an extension for good cause with documented reason for the extension.
- 1.6.8 In the event that construction is not substantially completed according to the timeline specified in the Project schedule, or within reasonable extension(s) as granted by the State Librarian, the State Librarian has the authority to terminate the Grant Agreement and no further disbursements of funds under the Grant Agreement shall be made.
- 1.6.9 Each recipient of a Grant shall provide such information as the State Librarian may request regarding the use of the Grant and the progress of the Project. Construction progress status reports and up-to-date spend down timelines may be required as necessary.
- 1.6.10 Failure to comply with any of the requirements set forth in the Bond Act, the Bond Appropriations Act, or the Grant Agreement may make an Applicant ineligible for funding not yet disbursed.
- 1.6.11 Any substantial changes or revisions to a Project after the Bond Appropriations Act or after entering into the Grant Agreement, including

any structural changes in the building plans, shall be submitted, on the appropriate forms, to the State Librarian. The State Librarian may request meeting(s) with the Applicant, the architect, and others associated with the Project, as necessary. If the State Librarian, in consultation with the President, determines that the proposed changes are appropriate for funding, the President will submit the request for a change to a Project to the Legislature. If the Legislature adopts a revised appropriation for the Project, then the Grant Agreement for the project will be amended accordingly. If the revised appropriation is not enacted by the Legislature, the Grant Agreement will be terminated, unless the Applicant decides to undertake the Project as originally approved.

1.6.12 A Grant Agreement shall be terminated or amended, as appropriate:

- i. If an Applicant determines not to undertake the Project for which the Grant was awarded;
- ii. To adjust for actual Project expenses in a manner consistent with the Grant; or
- iii. If an Applicant fails to comply with the provisions of the Grant Agreement.

1.7 Acknowledgement Statement and Publicity

1.7.1 As a requirement of receiving a Grant, the Applicant must acknowledge the funders on all promotional materials about the Grant and on its public library website using the proper acknowledgement statement and logos as presented below:

This project is supported by funds from the New Jersey Library Construction Bond Act, administered by the New Jersey State Library.



1.7.2 Submit a minimum of three (3) press releases (that include the above acknowledgement statement to local and regional New Jersey newspapers).

PART II ELIGIBILITY OF APPLICANTS AND PROJECTS FOR FUNDING

2.1 Eligible Applicants and Authorization to Apply

To be eligible to receive a grant pursuant to the Bond Act, the Applicant must demonstrate the following:

- 2.1.1 The Application shall be made only by the body charged with the responsibility for the establishment and maintenance of the public library (for example, a board of trustees or county library commission, or county board of chosen freeholders, as appropriate).
- 2.1.2 If a public library facility is to be constructed by a municipality but will be equipped, stocked, staffed or supported by a county or other public library system (for example, a municipally constructed building to be operated by a county library as a branch library), the Application shall be in the name of the municipality. The Application shall be signed by the mayor or chief financial officer and co-signed by an officer of the governing body of the library that is providing services.
- 2.1.3 If a municipality constructs a building and contracts for library service with another public library system, the Application shall be in the name of the municipality. The Application shall be signed by the mayor or chief financial officer and co-signed by an officer of the Board of Trustees of the contracted library system or by an officer of the non-profit organization (association library) that is providing services.
- 2.1.4 The person authorized to submit the Application shall be an officer of the body named as the Applicant, preferably the president or chairperson of the Applicant. A responsible officer of the Applicant (for example, secretary of a board of trustees) shall certify that the person submitting the Application has the proper authorization. If the Application is submitted under **Subsection 2.1.2 or 2.1.3** above, an authorized individual from each body shall certify and sign the Application.

2.2 Eligible and Ineligible Projects

- 2.2.1 Eligible projects include but are not limited to any, or any combination, of the following projects:

- i. Construction of a new building to be used as a public library.
- ii. Construction of an addition to an existing building to be used as a public library.
- iii. Acquisition of land on which there is to be construction of a new building(s) or expansion of an existing building(s) to be used as a public library.
- iv. Acquisition of a building to be used as a public library.
- v. Rehabilitation of an existing public library building or a building purchased to be used as a public library, which may include, but is not limited to, energy conservation, the creation of innovative and collaborative space for library and community activities, and upgrading or modernizing a facility for compliance with applicable and current local, State, and Federal health and safety standards. The definition of rehabilitation includes the renovation, alteration or reconstruction of any building or structures.
- vi. Repair of public library building(s) or designated mechanical system(s), or component(s) within such buildings that are worn, deteriorated, or broken. Repair projects are intended to extend the useful life of a library facility and may include, but are not limited to, roofing, flooring, lighting, plumbing, heating/ventilation/air conditioning systems, and other necessary work to keep the building in efficient operating condition. Note that simple custodial repair work is eligible for funding only if the repair is a part of a larger rehabilitation or expansion project.
- vii. Barrier-free improvements to any public library building including any building purchased to function as a public library.

2.2.2 The following projects, which are not defined in the Bond Act, are **ineligible**:

- i. Refurbishing of an existing building (carpeting, painting, furnishings, etc.) when not part of a rehabilitation project.
- ii. Simple custodial building maintenance, such as preventative maintenance (inspection of fire extinguishers and alarms, etc.) and minor repairs (for damaged plumbing, wiring, windows, equipment, paint, etc.).

- iii. All construction costs relating to non-public library use areas, in cases where a portion of the proposed construction is for use other than for a public library, such as municipal offices or a general municipal meeting room.

2.3 Requirements for Eligible Match

- 2.3.1 A Grant shall support no more than fifty percent (50%) of the cost of the Project and the Applicant shall provide matching funds to support at least fifty percent (50%) of the cost of the Project.
- 2.3.2 “Matching funds” means cash, local governmental appropriations, grants, and other funds from any private or Federal source, and the proceeds from the sale of municipal bonds.
- 2.3.3 Grants from State sources may not be used to satisfy the matching requirement.

2.4 Primary Criteria for Eligible Projects

All Applications shall demonstrate that they meet the following criteria:

- 2.4.1 **Compliance with Laws.** The Project will comply with all applicable State and Federal laws, rules, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity, where applicable, and applicable New Jersey prevailing wage and labor laws, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and the State Uniform Construction Code Act (N.J.S.A. 52:27D-119 et seq.), and the regulations promulgated thereunder.
- 2.4.2 **Preparation of Building Plans.** Building plans shall be prepared by an architect licensed by the State.
- 2.4.3 **Technology Certification.** Applicants must provide a certification that the Project will provide equitable public access to current technology and that the public library building will be adaptable to future uses of technology for all public library customers.
- 2.4.4 **NJDEP Approval.** In advance of submission of an Application, the Applicant must apply for any required approvals from the New Jersey

Department of Environmental Protection (“DEP”), including, if necessary, the Historic Preservation Office, and other agencies, as applicable, and must provide proof that such application(s) have been made. Applicants must include the estimated date for receipt of requisite DEP and/or other approvals. Proof may include copies of submissions and/or receipts of submission. Entering into a Grant Agreement is contingent upon receipt of approvals from the above agencies as appropriate.

2.4.5 Barrier-free projects shall also meet the following criteria:

- i. Barrier-free access improvements, such as ramps, restrooms, and other necessary improvements to bring the public library building in compliance with State and Federal minimum standards for providing access for individuals with disabilities must be integrated in all new construction, rehabilitation and repair projects to the extent required by law.
- ii. **Barrier-free Certification.** Applications must include a certified statement of the need for the improvement, a cost estimate, and a drawing or schematic of the improvement from a licensed New Jersey architect or the company providing the quotation for improvement.

2.4.6 Repair projects shall also meet the following criteria:

- i. **Certification of Need for Mechanical Systems.** For building repairs of mechanical systems, the Application shall include an architect’s analysis of the system(s) requiring repair. The architect must be licensed by the State. The architect must include a certified statement of the need for the repair, a cost estimate, and a drawing or schematic of the repair.
- ii. **Certification of Need for Other Than Mechanical Systems.** For building repairs other than mechanical system repair(s), an architect, engineer or licensed contractor supplying the cost estimate for the repair, must certify that the repair is needed and provide an explanation of the repair with the cost estimate. The architect, engineer or licensed contractor must also be registered in New Jersey. A drawing or schematic of the repair must be provided.

2.4.7 **Purchase of Land and or Building(s) shall also meet the following criteria:**

- i. **Proof of Ownership.** The Applicant shall be in possession of a fee simple title or such other estate or interest in the project site, including access thereto, as is sufficient to assure undisturbed use and possession of the facility(ies) for not less than twenty (20) years, or shall have met the criteria in N.J.A.C. 15:24-2.7(a)4 and N.J.A.C. 15:24-2.7(b) and (c). Ownership of the site by the Applicant includes ownership of the land by the municipality(ies) in which the Applicant is located, or the county(ies) in the case of a county or regional public library Application, provided that such land has been formally dedicated to public library use. The Application must include proof of ownership and copy of such resolution, dedicating land to public library use.

- ii. **Letter of Intent.** In cases where an Applicant is proposing to acquire land and/or building(s), the Applicant shall submit a letter of intent to purchase such land and/or building(s).
 - a. **Documentation of the value** of the land, and, if applicable, any structures upon it, will be required to determine that each land purchase is reasonable and comparable in price to other land purchases in proximity to the land to be acquired. The Applicant must provide at least one (1) recent real estate comparable. The appraisal shall be prepared by an independent appraiser licensed by the State.

 - b. **Form of Letter of Intent.** The letter of intent to purchase land and/or building(s) may be in the form of a resolution of the governing body(ies) of the municipality(ies) of the Applicant or the county(ies), in the case of a county or regional public library, a letter of intent to purchase; a contract for the purchase; and/or other legal documents as determined by the Applicant's attorney to be proof of intent to purchase and as acceptable to the President and State Librarian. The Applicant must include one (1) real estate comparable. When the purchase of land is complete, the land must be formally dedicated to public library use. The Applicant must include proof of ownership and copy of such resolution, dedicating land to public library use.

- iii. If land and/or structures purchased with grant funds are sold within twenty (20) years of the grant award notification, the Applicant will be required to reimburse funds equal to the amount of grant funds received for such purposes.
- iv. New public library buildings or buildings purchased to be public libraries may be part of, or located in, a mixed-use commercial, residential, municipal, county, State, or Federal project, if the applicable local codes allow. Only the costs attributed to the use of the public library building are eligible costs under the Bond Act. Any non-public library use area or shared space must be prorated by the architect and may not be funded by a Grant. In the case of a repair project, the architect, engineer, or company supplying the quotation, must prorate the portion of the Project subject to the Grant.

2.4.8 Rehabilitation and/or building acquisition projects shall also meet the following criteria:

- i. **Required Community Analysis, Building Program and Schematics.** As set forth in detail in **PART V**, a community analysis shall be prepared by a New Jersey registered or licensed building consultant or an architect licensed in the State and shall be submitted as part of the Application. The Project architect or building consultant shall prepare a building program and such program shall be submitted as part of the Application. Schematic plans of the Project must be provided and shall include a site plan, schematics of the building with furniture layouts and space relationships diagram.
- ii. **Certification of Life Expectancy.** The Project architect shall certify that the rehabilitated structure and all its component parts shall have a life expectancy of twenty (20) years or more from completion of the Project. The Project architect shall submit in substantiation of the suitability and practicality of the acquisition, construction, rehabilitation, or repair the following:
 - a. The architect's certification that the building is structurally sound;
 - b. A determination that the building is suitable for acquisition or rehabilitation and upon completion will require no more than normal, annual maintenance;

- c. The evaluation of the space requirements and allocation of space demonstrating that the structure, as acquired or rehabilitated, will serve the specific needs of the Applicant and its community as defined in the library building program submitted as part of the grant Application; and
- d. An analysis of all mechanical aspects of existing construction to determine the need for replacement or improvement.

2.4.9 **Certification of Match.** The Application must contain a certification by the Applicant that it has, or will have, matching funds for the Project, including a detailed listing of the source(s) and amount(s) of matching funds.

2.4.10 **Evidence of Match.** Within three (3) months following notification of eligibility for a grant award, evidence shall be submitted by the Applicant that funds have been appropriated or bonds or debt have been authorized for financing of the project. Such evidence shall include copies of the ordinance of appropriation passed on final reading and approved. Other evidence of funding, such as resolutions, bank statements, and grant award notifications shall also be deemed acceptable. If, within the three (3) months following notification of eligibility for a grant award evidence is not submitted by the Applicant that funds have been appropriated or bonds or debt have been authorized for financing of the project, the grant shall be cancelled.

PART III EVALUATION AND SELECTION CRITERIA

3.1 State Funding Priorities

To ensure equitable distribution of grant monies across New Jersey's public library systems and to meet the goals specified in **PART I, Section 1.2**, Projects will be evaluated and scored on the basis of the degree to which the Project supports and furthers the following State priorities:

- 3.1.1 Construction and rehabilitation to further access to library services with an emphasis on equal access for all people to easily use library resources and services.
- 3.1.2 Enhancement of public libraries to serve as public spaces and community centers in which people engage and interact for civic, educational, informational and recreational purposes.

- 3.1.3 Optimization of the technological infrastructure to promote access to the Internet, electronic resources, and instruction in their use(s) helping all people to bridge the digital divide.
- 3.1.4 Growth in the critical public library services available to the citizens of New Jersey (including those that support education, employment, welfare, job training, career assistance, college preparation, securing government assistance, and civic services).

3.2 Project Evaluation Criteria

Projects will also be evaluated and scored on the basis of the extent to which the Project addresses the following criteria:

- 3.2.1 **Extent to which barrier-free improvements are needed in the public library building:** Description of the general improvements required in order to make the building barrier-free.
- 3.2.2 **Socioeconomic Profile:** Description (as required by **PART V**) of the socioeconomic needs of the community and the current or proposed library services. Public libraries should provide an economic lift for residents, particularly in communities in which education, support services and the social safety net are less robust. Measures of the socioeconomic need of the community should be included and cited.
- 3.2.3 **Current Needs:** Articulation of the basic services the current library lacks, particularly in the absence of the expansion, repair, rehabilitation or acquisition of an existing building. This may include, but is not limited to, evidence that the existing facility is no longer able to support the delivery of services to a community with diverse needs; limited shelf space or storage for books or audiovisual materials and/or limited seating for customers.
- 3.2.4 **Digital Divide:** Assessment of the extent of the current digital divide in the community; such as, high demand for public access computers; high percentages of customers with no Internet access at home; or limited access to electrical and data lines that makes it difficult to increase the number of computers at the public library.

- 3.2.5 **Future Projected Needs:** Assessment of the anticipated library service needs of residents through the year 2030, particularly as they are related to core library services, as stated in **Section 3.1** above. This analysis may include, but is not limited to, projections of future community demographics; review of current and projected library use statistics; and an examination of city planning documents.
- 3.2.6 **Resiliency:** Articulation of the need for resiliency improvements to public library buildings so that public libraries may function as community resources in times of emergency and disaster. For example, the public library building can be the one building in the community to provide cell phone charging for all in a time of emergency.
- 3.2.7 **Extent to Which Current Public Library Standards are Met:** Evaluation of the extent to which the current facility meets the criteria for receipt of State Aid (N.J.A.C. 15:2.1-2.7) in the calendar year prior to the submission of an Application. Should these criteria not be met, reasonableness of an explanation or justification as to why such criteria have not been met.
- 3.2.8 **Extent to Which Current Building Standards are Met:** Evaluation of the extent to which the current facility meets or fails to meet State building codes for lighting, seismic, water infrastructure, and other design standards for health, safety and energy efficiency.
- 3.2.9 **Functionality of the Public Library Building:** Evaluation of how well the building works as a library: how it is consistent with the library’s mission; how it is consistent with the building program; flexibility of the building design in adapting to future needs; and overall functionality of the building for the ease of the customer.
- 3.2.10 **How the Investment Furthers Existing Functions:** Description of how the Project will enhance functions of the existing facility through augmentation of collections management, technology, dedicated space, programming/meeting space, and services, among others. This may include, but is not limited to, projects fostering energy efficiency using Green design principles and targeting Leadership in Energy and Environmental Design (LEED) certifications; addressing collection preservation as part of building and rehabilitation design, such as the inclusion of climate control systems where necessary, and ambient lighting;

promoting healthy internal building environments that protect human health and well-being according to WELL Building Standards (as promoted by the International WELL Building Institute); laptop plug-in and lab areas; WiFi enhancements; age-specific collaboration spaces; workforce training/job searching equipment; consortium and delivery operations; and reconfiguration in anticipation of projected future growth.

3.2.11 **How the Project Provides New Services:** Description of how the proposed Project will contribute new or improved services for the broader communities it serves, including how the opportunities enabled by the Project will complement other social services and programs within the community.

3.2.12 **Degree of Community Support/Partnerships:** Description of the formal partners, traditional and non-traditional, that support the library and/or the specified Project, as well as the partners' respective roles dedicated to bolster the library's mission as it relates to the community it serves.

3.2.13 **Effects of Staffing, Maintaining and Operating Proposed Facility:** Description of how the plans for the proposed Project will draw on future resources, and how the Applicant plans to support functions of the library once the proposed project reaches full functionality.

3.2.14 **Cost-effectiveness of the Project:** Description of the feasibility of the costs: are they reasonable; accurate; and a good value? Describe how the costs support increased efficiency of the building; and/or have a positive environmental impact.

PART IV PROGRAM FUNDING PARAMETERS

4.1 Match

Approved grants shall support no more than fifty percent (50%) of the cost of the Project and the Applicant shall provide matching funds to support at least fifty percent (50%) of the cost of the Project.

4.2 Reduction of Grant Award.

When actual Project costs are less than the amount of the Grant, the Grant shall be reduced proportionally to reflect actual amounts and the Grant Agreement shall be modified accordingly.

4.3 Maximum and Minimum Grant Awards

- 4.3.1 The maximum amount of a Grant is \$12,500,000. Applicants may submit a Project in excess of the maximum amount of a Grant, but any Project cost in excess of this maximum Grant amount is the responsibility of the Applicant.
- 4.3.2 The minimum amount of a Grant is \$50,000 except that there is no minimum amount of a Grant for:
- i. Projects that provide accessibility for individuals with disabilities; and
 - ii. Projects where the population served by a library is less than 12,500 people and the 2018 equalized per capita valuation is less than \$200,000.

4.4 Square Footage Costs

- 4.4.1 For new construction such as a new building or an addition to a building, the maximum square foot cost is \$500.00 per square foot.
- 4.4.2 For rehabilitation, renovation, repairs, and barrier-free improvements, the maximum per square foot cost is \$350.00 per square foot. If the Applicant completely tears down or reconstructs an existing library or structure to build a new library the Applicant should apply for a grant for new construction.
- 4.4.3 For the rehabilitation, renovation or repair of a building registered as a New Jersey or Federal historic site, the maximum square foot cost is \$500.00 per square foot.
- 4.4.4 In cases where a portion of the proposed construction is for use other than for a public library, such space may not be included in the computation of available square feet of space in the computation of the State share of funding. The Applicant shall clearly designate the non-public library use areas and the related costs. Grants will not cover non-public library uses and related costs. The cost of any shared space Project submitted for grant funding shall be prorated on the basis of the percentage of public library use.

- 4.4.5 Public library floor space must be measured to include total square footage of space to be used as a public library, including outer walls, areas provided for mechanical equipment and maintenance requirements, and storage. These areas shall have heat, light, ventilation and square footage commensurate with their purpose.

4.5 Eligible Project Costs

The costs of the following are eligible to be funded by a Grant:

- 4.5.1 Acquisition of land and/or existing building(s) to be used as a public library, construction of new building(s) and addition(s), rehabilitation, and repair of any existing public library building(s) and/or building(s) purchased to be a public library.
- 4.5.2 Barrier-free improvements to any public library building or building purchased for public library use.
- 4.5.3 Expenses incurred after the effective date for the Grant Agreement for approved Projects related to the acquisition of land on which there is to be construction of a new building(s) or expansion of an existing building(s) or acquisition of an existing building(s) to be used as a public library, provided the expenses constitute an actual cost or a transfer of public funds.
- 4.5.4 Site grading and improvement of land on which buildings used as a public library are located or are to be located.
- 4.5.5 Architectural, engineering, planning, legal, financial, inspection, permit fees or other professional services related to the specific project for which Application for grant funding is made.
- 4.5.6 Costs relating to the acquisition and installation of equipment to be located in public library facilities, including all necessary building fixtures and utilities, furniture, and equipment, such as library shelving, and filing equipment, catalogs, cabinets, circulation desks, reading tables, study carrels, computers, computer software, and all video, voice, and data telecommunications equipment and linkages necessary for Internet access with a useful life of five (5) years or more based on the life cycle of the equipment as specified by the manufacturer, but not including books or

other library materials. Only equipment to be used in eligible projects are eligible. In no case, shall costs for furniture and equipment that are in excess of thirty percent (30%) of the total costs of the project be funded by the Grant.

- 4.5.7 New public library buildings may be part of or located in a mixed-use commercial/residential/municipal/county/State or Federal project, if local zoning codes allow. Only the costs attributed to the use of the public library building are eligible costs of the Bond Act. Any non-public library use area or shared space must be prorated by the architect and may not be funded by the Grant.
- 4.5.8 In cases where a portion of the proposed construction is for use other than for a public library, such as municipal offices, this space may not be included in the computation of available square feet of space. The Applicant shall clearly designate the non-public library use areas and their related costs and the Grant shall not include funding for these costs.
- 4.5.9 The cost of any shared space shall be prorated on the basis of the percentage of public library use.
- 4.5.10 Costs for moving from the current location to a new or purchased building to be used as a public library.
- 4.5.11 Costs for moving to and from a temporary public library facility and the payment of rent for the period when the existing facility is under construction and is no longer safe to inhabit, as determined by the architect, and rent thereof for up to eighteen (18) months.
- 4.5.12 Expenses for off-site storage and related moving costs, when necessary, for up to eighteen (18) months.
- 4.5.13 Applicants may request an extension of the time-period for incurring expenses as listed above. A request for an extension of time may be made to the State Librarian if the Project has commenced and proceeded in a timely manner and for delays beyond the Applicant's control and not caused by any fault or negligence of the library. Such requests shall be reviewed and approved or disapproved by the State Librarian.

4.6 Ineligible Project Costs

The costs of the following are not eligible to be funded by a Grant:

- 4.6.1 Applicants may not use as matching funds, and grant funds may not be used to reimburse, any expenditures incurred before the issuance of an official notice of a grant award from the President, or his or her designee, and the State Librarian.
- 4.6.2 Expenses for moving to and from a temporary library facility and rent thereof after eighteen (18) months.
- 4.6.3 Expenses for off-site storage and related moving costs, when necessary, for more than eighteen (18) months.
- 4.6.4 Debt service payments and other costs associated with the issuance of bonds by counties and municipalities.

PART V Requirements of a Community Analysis and Building Program

Requirements of a Community Analysis, Building Program and Schematics to be Submitted with the Grant Application Pursuant to **PART II, Subsection 2.4.8.**

- A. Community analysis includes the following:
 - a. Population characteristics and trends (age, education level, income level, housing, racial and ethnic groups, etc.) and projected population growth.
 - b. Educational aspects of the community.
 - c. Cultural features and trends.
 - d. Economic and business factors and trends.
 - e. Modes of travel in community: availability of public transportation; habits of people regarding travel; geographic factors affecting the ability of people to get to existing and proposed library facility (Include map of area served by library).
- B. Building Program includes the following:
 - a. Library objectives.

- b. Existing and projected services.
 - c. Identification of resources needed to carry out services.
 - d. Inter-relationship of spaces within the building, with reference to public use and staff use, utilizing flow charts or bubble diagrams indicating contiguous location of spaces.
 - e. Name of each space, such as circulation, reference, etc. with planned area in square feet.
 - f. Description of service function of each space and activities which take place.
 - g. Number of occupants to be accommodated (users and staff) at one time and total daily use in each area.
 - h. Resources to be accommodated (books, non-book materials, tables, computers, chairs, etc.) in each area.
 - i. Lists of movable furniture, equipment and built in furniture and equipment.
 - j. Environmental considerations and special requirements if needed.
 - k. Aesthetic considerations such as lighting, color, special wall treatments, exhibits area, maker spaces, etc. and special requirements if any needed.
 - l. Parking lot configuration.
- C. Schematic Plans include the following:
- a. Site plan including elevations and location of existing adjacent buildings.
 - b. Schematics of the building with furniture layouts.
(1/8" = 1 ft. or larger)
 - c. Space relationships diagram.

6.1 Project Description:

6.1.1 What type of Project are you planning? Check all that apply.

- Construction of new public library building
- Construction of an addition to a purchased building
- Construction of an addition to an existing public library building
- Purchase of land for construction of a new public library building
- Purchase of land and acquisition of building to be used as a public library
- Rehabilitation or renovation of an existing public library building
- Rehabilitation or renovation of a purchased library building(s)
- Repair(s) to an existing public library building or a purchased building
- Barrier-free improvements only, not part of any other Project

6.1.2 Provide a brief summary of the Project. (Maximum 125 words.)

6.1.3 Provide adequate information for a complete understanding of the Project covering all applicable items below: (Maximum of seven (7) pages)

- i. Provide a narrative describing how the Project satisfies the program's Evaluation and Selection Criteria identified in **PART III**. Address both State Priorities (see **Section 3.1**) and Project Evaluation Criteria (see **Section 3.2**) as applicable to the Project. The narrative must include subsection headings that correspond to each selection and evaluation criteria (example – 3.1.1).
- ii. Provide a discussion of whether alternate and/or more efficient approaches to addressing the public library's need have been considered.
- iii. Describe the efforts made by the library and the municipality or county to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years.
- iv. Is any percentage of this Project shared space? If yes, provide a brief description including: (a) the type of shared space; (b) the purpose for which the shared space is used by the other person/entity, including whether such purpose is for-profit use; (c) the percentage of the shared space used by the public library. For example, is the Applicant sharing the foyer of the building to hold art exhibits and library events with other tenants in the building? Are artworks or other items sold at such events? What percentage of the foyer area requiring work is utilized by the public library?
- v. Is any percentage of this work in an area used for non-public library purposes? If yes, provide a brief description, including: (a) the type of

work in such area; and (b) the percentage of such work which will benefit such non-public library purpose. For example, is the applicant repairing a roof or HVAC system used by other tenants in the building?

- vi. For repairs/replacements/upgrades, provide an explanation why these repairs/replacements/upgrades are necessary.
- vii. For barrier-free improvements, describe the extent to which your building is barrier-free. Explain why these improvements are necessary.

6.2 Project Information: See Part IV

6.2.1 Floor Area of Project (in square feet)

Name of Applicant:			
Name of Project:			
Floor Area of Project (in square feet) (6.2.1)			
		SQUARE FEET	
i Current Facility			
a. Current size of library facility			
b. No library facility existed prior to this proposed Project		<input type="checkbox"/> check here	
ii Proposed Project			
a. Construction of a new building			
b. Construction of an addition (to existing building)			
c. Rehabilitation or renovation (to existing building)			
d. Repair (to existing building)			
e. Construction of an addition (to purchased building)			
f. Rehabilitation or renovation (to purchased building)			
g. Repair (to a purchased building)			
h. Rehabilitation or renovation (to historic building)			
i. Barrier-free improvements only (not part of any other project)			
Total size of proposed Project		-	
Total size of library facility upon Project completion		-	

6.2.2 Estimated Materials and Seating Capacity

Name of Applicant:			
Name of Project:			
Estimated Materials and Seating Capacity (6.2.2)			
		Prior to Project	At Completion
Materials Capacity			
i (print and non-print)			
ii Seating Capacity			
a. Public areas/reading rooms			
b. Public meeting rooms			
c. Public personal computer/ online public access area			
d. Staff areas			
Total Seating Capacity		-	-

6.2.3 If the Project is solely a repair project, select the type of project:
(Check all that apply)

- Climate control
- Electrical system
- Fire alarm, and/or sprinkler system(s)
- Heating, ventilation, and air conditioning (HVAC)
- Information technology infrastructure, including power distributions
- Insulation of building envelope and/or attic
- Interior/exterior walls/masonry
- Interior and/or exterior lighting
- Outside drainage, site grading, water retention
- Parking lots, walkways, curbing, driveways, exterior lighting
- Plumbing system and/or fixtures
- Roof, gutters and downspouts
- Repair of termite damage
- Waterproofing
- Windows
- Other:

Please explain:

6.2.4 If the Project is solely a barrier-free project, select the type of project:
(Check all that apply)

- New or replaced elevator(s) and/or chairlift(s)
- New/replacement door(s)
- Modification of door thresholds and floor transitions
- Interior and/or exterior ramps
- Creation of an accessible path from the parking lot into the building with necessary grading(s)
- Barrier-free restrooms and fixtures
- Hearing loop system(s)
- Aisle width reconfiguration
- Creation of a rescue assistance area
- Sensory room(s)
- Provision of accessible adult and children's computer stations and reading tables for sensory room(s)
- Purchase and installation of visual alarms
- Other:

Please explain:

6.2.5 Does the Project require hazardous materials abatement and remediation? If applicable, please explain.

6.3 Land Purchase Projects - Additional Requirements: (Maximum of four pages)

6.3.1 What is the status of land acquisition necessary for this Project? Check one:

- Not purchasing land Land purchase pending Land purchased

6.3.2 Describe the key site and environmental risk factors that could affect construction readiness, including but not limited to:

- i. Status of any demolition needed on the site;
- ii. Past usage of the site;
- iii. Any remedial work plans;
- iv. Any property restrictions on the site;
- v. Any land use issues including wetlands or endangered species;

- vi. Any historical preservation requirements; and
- vii. Any archeologically significant spaces that could impact or delay construction.

6.3.3 Describe any site readiness concerns including any concerns related to utilities impact; drainage, groundwater and flooding; foundation; and any third-party concerns.

6.3.4 To the best of the Applicant's knowledge, is there any pending or threatened litigation related to the undertaking, construction, or operation of this Project?

Yes No

If yes, please explain.

6.4 General Information: (as applicable)

6.4.1 Architect

Name _____

Firm _____

Address _____

Telephone _____

New Jersey Registration Number _____

Email _____

6.4.2 Building Consultant

Name _____

Firm _____

Address _____

Telephone _____

New Jersey Registration Number _____

Email _____

6.4.3 Engineer

Name _____

Firm _____

Address _____

Telephone _____

New Jersey Registration Number _____

Email _____

6.4.4 Company Supplying Quote for Repair Work (for projects seeking repair work only, without an architect, building consultant, or engineer)

Name _____

Company _____

Address _____

Telephone _____

New Jersey Registration Number _____

Email _____

6.5 Cost Estimate:

6.5.1 By category (Only eligible costs are to be included).

If portions of the total building project are to be used for non-library purposes, only the portion to be used for library purposes is eligible for matching funds and should be prorated. The Project architect/engineer or company shall provide a statement of proration and costs attributable to the library portion. Only the percentage of shared space that is used for public library purposes is eligible for matching funds.

Name of Applicant:			
Name of Project:			
Cost Estimate (6.5.1)			
Costs by category (only eligible costs are to be included)		Costs	
1	Cost of purchase of land and/or building(s)		
2	Site grading and improvement of land		
3	Architectural, engineering, planning, legal, financial, inspection, permit fees, or other professional services		
4	Hazardous materials abatement and/or remediation		
5	Cost of construction of new building		
6	Cost of rehabilitation and/or renovation		
7	Cost of reconstruction		
8	Cost of an addition to an existing or purchased building		
9	Cost of repair project		
10	Cost of barrier-free improvements		
11	Furniture and equipment *		
12	Moving expenses to a new or purchased building and/or its addition		
13	Expenses for moving to, and from a temporary public library facility and rent for up to eighteen months		
14	Expenses for off-site storage for up to eighteen months and related moving costs		
TOTAL PROJECT COST:		\$	-
* Not to exceed 30% of the total eligible costs of the proposed project.			
Line item 11 furniture and equipment should not exceed:		\$	-

6.6 Proposed Method of Project Financing:

6.6.1 Grant Funds Computation for an Addition, Construction of a New Library Building and for Reconstruction of an Existing or Purchased Building:

6.6.1 Grant Funds Computation for an Addition; for Construction of a New Library Building; or for a Reconstruction of an Existing or Purchased Building			
Gross square feet of new construction			
x cost per square foot (max \$500.00)			0 Maximum cost allowed
Total	\$	-	
Grant Requested (State Share)	\$	-	

6.6.2 Grant Funds Computation for Rehabilitation Projects, Repair Projects and Barrier-Free Projects:

6.6.2 <i>Grant Funds Computation for Rehabilitation Projects, Repair Projects and Barrier-Free Projects</i>			
Gross square feet of rehabilitation, repair, barrier-free projects			
x cost per square foot (max \$350.00)			0 Maximum cost allowed
Total	\$ -		
Grant Requested (State Share)	\$ -		

6.6.3 Grant Funds Computation for Historic Library Building Projects:

6.6.3 <i>Grant Funds Computation for Historic Library Building</i>			
Gross square feet of project			
x cost per square foot (max \$500.00)			0 Maximum cost allowed
Total	\$ -		
Grant Requested (State Share)	\$ -		

6.6.4 TOTAL GRANT REQUESTED

6.6.4 <i>Total Grant Requested</i>	
6.6.1 Total amount of grant requested	\$ -
6.6.2 Total amount of grant requested	\$ -
6.6.3 Total amount of grant requested	\$ -
Total of all three sections/total grant requested*	\$ -
* Grant fund requests cannot exceed \$12,500,000	

6.6.5 Sources of Funds and Amount from Each Source

	Funding Sources	Amount	Date Funding Will Be Available
i. Total grant requested*			
ii. Cash on hand			
iii. Budgeting appropriations			
	<i>Please document:</i>		
iv. General obligation bonds or debt to be authorized			
	<i>Please document:</i>		
v. Negotiable or non-negotiable securities			
	<i>Please document:</i>		
vi. Gifts or bequests			
	<i>Please document:</i>		
vii. Federal funds			
	<i>Please document:</i>		
viii. Other			
	<i>Please document:</i>		
	Total Grant Requested	\$ -	
	Total Funding, All Sources	\$ -	
	* Grant fund requests cannot exceed \$12,500,000		

6.7 State Library Aid:

6.7.1 Did the library meet the minimum criteria for receipt of State Library Aid the prior calendar year?

Yes No

6.7.2 If not, explain how any deficiencies in the public library building impact the library's ability to meet the minimum criteria for receipt of State Library Aid. (Please attach).

6.8 Application Documents:

The following materials in the attached checklist must be submitted with the application for the New Jersey Library Construction Bond Act.

CHECKLIST – Check each item as completed. Documents may vary by project type.		CHECK BOX IF INCLUDED	
APPLICANT DOCUMENTS	1	Application – Application answers entered online. http://bond.njstatelib.org/	<input type="checkbox"/>
	2	Executive Summary (See PART VI, Section 6.1.2 – Max. 125 words)	<input type="checkbox"/>
	3	Seven Page Narrative (See PART VI, Section 6.1.3 – Max. 7 pages)	<input type="checkbox"/>
	4	Library Templates 6.2.1 Floor Area of Project 6.2.2 Estimated Materials and Seating Capacity 6.5.1 Cost Estimate 6.6.1 – 6.6.4 Proposed Method of Project Financing Grant Funds 6.6.5 Sources of Funds Construction Schedule	<input type="checkbox"/>
	5	Resolution(s) to Apply: Resolution I – Signed and dated by the appropriate official (See Exhibit A) Resolution II – In the case of joint projects, both the municipality and the library/nonprofit agency/association library must be signatories, and each must submit a Resolution to Apply (See Exhibit B)	<input type="checkbox"/>
	6	Other Requisite Resolutions (if applicable) - Bond ordinance or resolution of intent to provide funding.	<input type="checkbox"/>
	7	Site of Library - Legal description of the site and copy of the deed or lease, or proof of unconditional use of the site for 20 years or more. Resolution – Resolution of the local governing body dedicating the site for library use only. (See PART II, Section 2.4.7i)	<input type="checkbox"/>
	8	Building Program/Community Analysis - A building program which includes a community analysis prepared by the Project building consultant or Project architect for rehabilitation, reconstruction, or renovation of a purchased building to be used as a public library and for the construction of a new library building or addition (See PART II, Section 2.4.8i and PART V).	<input type="checkbox"/>
	9	Schematic Plans - Schematic plans for the Project, which include a site plan, elevations, and floor plans with furniture layouts, for renovation and new construction projects. (See PART II, Section 2.4.8i and PART V)	<input type="checkbox"/>
	10	Certification of Life Expectancy - A statement of the useful life of any project, including equipment as determined either by reference to the Internal Revenue Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended, supplemented, superseded or by appraisal of any independent engineer or accounting firm as appropriate. (See PART II, Section 2.4.8ii)	<input type="checkbox"/>
	11	Certification Statements (See Exhibit C)	<input type="checkbox"/>
	12	State Aid Certification - If minimum criteria for State Library Aid was not met, attach explanation and justification.	<input type="checkbox"/>
	13	Agency Approvals – Proof of submission for any necessary approvals from the New Jersey Department of Environmental Protection, including the Historic Preservation Office, and other agencies, as applicable. (Copies of submission and/or receipts).	<input type="checkbox"/>

LAND/BUILDING ACQUISITION	14	Letter of Intent - In cases where an applicant is proposing to acquire land and/or building(s), the applicant shall submit a letter of intent to purchase such land and/or building(s). Include proof of ownership and a copy of the resolution dedicating land to public library use. (The letter of intent may be in the form of: a resolution of the governing body(ies) of the municipality(ies) of the applicant or the county(ies) in the case of a county or regional public library; a letter of intent to purchase; a contract for the purchase; and/or other legal documents as determined by the applicant's attorney to be proof of intent and as acceptable to the President of Thomas Edison State University and the State Librarian. When the purchase of land is complete, the land must be formally dedicated to public library use.) (See PART II, Section 2.4.7 ii)	<input type="checkbox"/>
	15	Documentation of Value - Documentation of the value of the land, and, if applicable, any structures upon it, will be required to determine that each land purchase is reasonable and comparable in price to other land purchases in proximity to the land to be acquired. Provide at least one recent real estate comparison. The appraisal must be prepared by an independent appraiser licensed by the State of New Jersey. . (See PART II, Section 2.4.7iia)	<input type="checkbox"/>
	16	Land Purchase Summary (See Part VI, Section 6.3 Max. 4 pages)	<input type="checkbox"/>
ARCHITECT/ENGINEER	17	Certification of Need for Mechanical Systems - For building repairs of mechanical systems, an architect shall include an analysis of the system(s) requiring repair. The architect must be licensed by the State of New Jersey. The architect must include a certified statement of the need for the repair, a cost estimate, and a drawing or schematic of the repair. (See PART II, Section 2.4.6)	<input type="checkbox"/>
	18	Certification of Need for Other Than Mechanical Systems - For building repairs other than mechanical system repair(s), an architect, engineer or company supplying the cost estimate for the repair, must certify that the repair is needed and provide an explanation of the repair with the cost estimate. The engineer or company must also be registered in New Jersey. A drawing or schematic of the repair must be provided. (See PART II, Section 2.4.6)	<input type="checkbox"/>
	19	Statement of Proration of Eligible Project Costs – Statement by the architect, engineer or company providing the estimate, if applicable. This statement is to be used for projects involving non-public library use area and projects involving shared space. Please attach, if applicable. . (See PART II, Section 2.5.9)	<input type="checkbox"/>
	20	Barrier-free Certification – An architect, or the company providing the quotation for improvement, must include a certified statement of the need for the improvement, a cost estimate, and a drawing or schematic of the improvement. (See PART II, Section 2.4.5i)	<input type="checkbox"/>
	21	Cost Estimate of the Project – Prepared by the Project architect, engineer, or company.	<input type="checkbox"/>
	22	Building Analysis - For each rehabilitation, reconstruction, and/or building acquisition Project, a Building Analysis shall be prepared by an architect licensed in the State of New Jersey and shall be submitted as part of the application. The architect or building consultant shall prepare a Building Program and such program shall be submitted as part of the application. The architect shall certify that the rehabilitated structure and all its component parts shall have a life expectancy of 20 years or more from completion of the Project. Analyses made by the architect regarding the following shall be submitted in substantiation of the suitability and practicality of the acquisition, construction, rehabilitation, or repair: 1. The architect's certification that the building is structurally sound; 2. A determination that the building is suitable for acquisition or rehabilitation and upon completion will require no more than normal, annual maintenance; 3. The evaluation of the space requirements and allocation of space demonstrating that the structure, as acquired or rehabilitated, will serve the specific needs of the	<input type="checkbox"/>

	applicant and its community as defined in the library building program submitted as part of the grant application; and 4. An analysis of all mechanical aspects of existing construction to determine the need for replacement or improvement.	
23	<u>Architect's Certification</u> - Certification from an architect as to the building's suitability for acquisition or rehabilitation in the case of a purchased library building.	<input type="checkbox"/>
24	<u>Statement of Intent (LEED)</u> - A statement of intent from an architect that the Project design aspires to meet Leadership in Energy and Environmental Design (LEED) silver level or higher certification when applicable.	<input type="checkbox"/>
25	<u>Statement of Intent (Green)</u> - A statement of intent from the architect that the building utilizes Green design elements and a listing of such elements. This statement is not needed if the intent is to apply for LEED or WELL certification.	<input type="checkbox"/>
26	<u>Statement of Intent (WELL)</u> - A statement of intent from an architect that states the Project design aspires to meet WELL certification standards for improving human health and well-being in buildings when applicable.	<input type="checkbox"/>

EXHIBIT A
RESOLUTION I

Resolution to Apply for Funds: This document must be included with the completed application as documentation that the Public Library is authorized by its governing body to submit this application.

The _____ Board of Trustees/County Library
Name of Library

Commission hereby certifies that permission has been granted to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of:

\$ _____

The filing of this application was authorized at the official meeting of the governing body of the Library held on:

Date

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

EXHIBIT B
RESOLUTION II

Resolution to Apply for Funds: Two copies of this resolution must be included in the completed application. Each of the municipality and the library/nonprofit agency/association library must certify that they are authorizing their governing bodies to submit this grant application. This resolution may be executed in counterparts, each of which shall be an original and all of which together shall be one instrument.

The _____ and the _____
Municipality Library/Nonprofit Agency

hereby certify that permission has been granted to apply for the project entitled the New Jersey Library Construction Bond Act, in the amount of:

\$ _____

The filing of this application was authorized at the official meeting of the governing body of the Municipality/Library/Nonprofit Agency held on: _____.

For the Municipality:

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

For the Library/Non-Profit Agency:

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

EXHIBIT C
CERTIFICATION STATEMENTS

The _____ Board of Trustees/County Library
Commission or Municipality/County of _____ certifies:

Please read and initial each box and sign and attest below:

	The Applicant has or will have the matching funds for the Project.
	The Project will comply with all applicable State and Federal laws, rules, codes, statutes, and government guidelines; including the principles of affirmative action and equal employment opportunity, where applicable, and applicable New Jersey labor laws, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), and the State Uniform Construction Code Act (N.J.S.A. 52:27D-119 et seq.), and the regulations promulgated thereunder.
	The Applicant certifies that the Project will provide equitable public access to current technology and that the public library building will be adaptable to future uses of technology for all customers.
	The Project will comply with State and Federal regulations for providing barrier-free access.
	The Applicant has met the minimum criteria for the receipt of State Library Aid in the calendar year prior to submitting this application. If the Applicant has not met all criteria for receipt of State Library Aid, an explanation and justification has been submitted with this application.
	As of the date of this application, the Library and/or municipality has reviewed and understands the posted questions and answers and all addenda about the New Jersey Library Construction Bond Act solicitation on the website for such purposes and has taken such questions and answers into account in completing and submitting this application.
	The Applicant will acknowledge the funders on all promotional materials about the grant and on the public library website using the proper acknowledgement statement and logos provided.
	Hereby certifies its commitment to the appropriate maintenance of the public library building and grounds, systems, and fixtures, as funded by the Bond Act.
	To the best of my knowledge and belief, the information and data provided by the Applicant in the application is true and correct.

Authorized by:

Attested to by:

Signature

Signature

Typed Name and Title of Official

Typed Name and Title

Date

Date